

OD AMENITIES & PROTOCOL WORKSHOP

August 20, 2020

At our state, district and local level, we call this Chairmanship Amenities. At the GFWC level, it is called Protocol. So this is Amenities & Protocol. Whatever you call it, it is important FOR A WELL RUN ORGANIZATION.

Amenities are the courteous acts that contribute to an atmosphere of harmony and gracious hospitality. Protocol deals with the established rules of etiquette and ceremony.

DUTIES OF THE AMENITIES CHAIRMAN

Prior to the meeting Arrive early enough to make sure the room is properly set up and all requirements for the meeting are in order. Sit where the President can see you.

Head table seating Always seat persons according to rank, at the President's discretion. If guests are of equal rank, the one traveling the farthest ranks highest. GUEST are never left alone - assign a hostess to each guest. If the President does not provide a seating chart, make one for her. Use name place cards for the head table.

Meetings with meals. Choose simple menus that will appeal to the majority of the group. Always thank those who are responsible for the arrangements, if applicable.

Flowers and gifts Flowers are a courtesy, not a necessity. Corsages are not worn at the head table if the guest is not given one. Avoid expensive gifts. Give simple useful gifts.

Speakers. person known to the group is presented. A stranger is introduced. Introductions acquaint the group with speaker's background, qualifications and subject. BE BRIEF. Mention the speaker's name at the end of intro.

Past Presidents. Every courtesy should be extended to the Past Presidents. They may be honored at some time during the meeting. The most recent Past President is presented first, then the others in order, the most recent to the earliest. Past Presidents may be honored at a special meeting during the year and not at every meeting.

AMENITIES FOR MEETINGS

Speakers for meetings. State Federation Officers and Chairmen are available upon request to bring Federation information to District and Clubs. Income from the State Endowment Fund provides the funds for these speakers. Contact the CFWC Itinerary Chairman for information.

Arrange for motel or hotel accommodations or home hosted stays in members' homes.

The State President arranges her own Itinerary. Contact her directly.

District duties for State Board Meetings State Board Meetings are hosted by the District in which the meeting is held, assisted by its clubs.

Decorations - Front of lectern - Simple and inexpensive for all tables - or donations to a philanthropy.

President's Suite - Maybe a small flower arrangement and maybe fruit or snacks for The Executive Committee - This is coordinated by Amenities Chair

Publicity - Local news clippings are appreciated, if available.

District Duties for Area Meetings Provide a meeting place, luncheon arrangements, hostess committee, and receive meal reservations. Each District is responsible for reservations and registration of their own members.

Club Duties for District Meetings These duties may vary from district to district. The official hostess is the District President. The District attends to place cards, corsages and guest meals.

Club Meetings Basic plans for a club meeting are the same - set up to include flag, microphone, etc., and hostesses at the door to greet members/ guests.
The Club President is the official hostess.

State Conventions The official hostess is the State President. The official representative is the Area V-P. Hostess Districts and Clubs are responsible for decorations and Receptions as requested. Districts and Clubs may be responsible for doorkeepers, pages and other volunteers as needed.

COURTESIES

State President There is only ONE and she should receive every courtesy. Do Not arrange for another speaker when the President is speaking and allow her 30 minutes. Invite the District President and any state officers and chairmen residing in the District. Assign a hostess. She is never left alone. Arrange for a reserved parking space if she is driving. Gifts and/or corsages are at the discretion of the District or Club. The State ranks above all others except the GFWC President.

When inviting the State President for a special occasion include necessary instructions and tickets if applicable. She is the GUEST. If invited to a convention, she does her own transportation, but all hotels and meals are as a guest of your District.

Introduction of State President

The State President is introduced by the District or Club President. Be BRIEF
The membership rises once in recognition of the OFFICE of President.

Guests and Speakers

State Officers and Chairmen should receive the honors and courtesies due their offices. Guests receive the same courtesies as a guest in your home.

Reserved parking is nice if available.

Each should be assigned a hostess.

Have your guest speak when scheduled.

THOSE PRESENT SHOULD LISTEN ATTENTIVELY TO THE SPEAKER, REFRAIN FROM WHISPERING AND APPLAUD APPROPRIATELY.

Hostesses should always be used to make all guests feel welcome and comfortable, just as you would in your home.

Reference - CFWC Federation at a Glance - This is for sale through the CFWC office.

A real treasure for Amenities Chairmen and club officers